2025-2026 Pupil Services & Special Education
Administrative Roles & Responsibilities

	Eve Hurley Director of Pupil Services & Special Education	**Rebecca Tedesco** Assistant Director of Pupil Services & Special Education	**Team Development Leaders** Amy Raines, PK - 5 Sara Kelley, 6-12
Direct Reports	• Assistant Director of Pupil Services & Special Education • Supervisor of Nursing • ERTA Transition Program Special Education staff • Team Development Leaders (shared) • PS Office Professionals (shared) • In concert with assistant director, supervises and evaluates assigned related services staff (Psychologists,Social Workers, OT, PT, SLP, BCBA, RBT) • Special education staff (shared)	• In concert with director, supervises and evaluates assigned related services staff (Psychologists,Social Workers, OT, PT, SLP, BCBA, RBT) • Team Development Leaders (shared) • PS Office Professionals (shared) • Special education staff (shared)	• Provides school-based leadership and coaching to support effective implementation of specialized instruction, strengthen the development of high quality IEPs and ensure greater consistency in PPT practices
Assignments	• Development, management, monitoring, and resource allocation of Pupil Services budget • Grant application and management of special education grant funding for IDEA and SEED • Specialized transportation oversight and management • Management and coordination of contracted services and supports	• Oversight and case management of special education and 504 students attending magnet schools, Lyman High School Vo-Ag, and other programs as assigned • Attends and facilitates PPT meetings at the elementary/middle school level	• Attend/facilitates PPT meetings as assigned and provides feedback to team members to ensure compliance and fidelity • Review and finalize IEPs for assigned schools/grade levels in order to ensure compliance with regulations and procedures

	• Special education programs and continuum of special education and related services for the district (Preschool-22) • Oversight and case management for PPTs for special education students attending private out-of-district placements • Development and alignment of special education procedures and processes consistent with federal and state regulations under IDEA • Oversight and evaluation of specialized services, to include nursing, counseling, speech, etc. • Attends and facilitates PPT meetings at the high school and transition program (18-22) level for students with more complex needs • Specialized curriculum development, instructional practices, and resource allocation to support IEPs • Section 504 coordinator for the district • Coordination and oversight of Extended School Year program • Coordination with outside agencies: DDS, DCF, BRS, and Bureau of Special Education • Attends case consultation meetings for complex student cases to advise on programming • Design and delivery of Professional development and training for special education, related services, and pupil services staff • Coordination of homebound/hospitalized/IAES tutoring	for students with more complex needs • Special Education CT-SEDs implementation, training and troubleshooting for IEP & 504 processes • Coordination with and training for Special Education Teacher Leaders • Management of district-wide special education digital assessment systems • Oversight and compliance of special education procedures and processes consistent with federal and state regulations under IDEA • Attends case consultation meetings for complex student cases to advise on programming • Analysis of data within CT-SEDs to identify areas of training and need • Section 504 compliance • Design and delivery of professional development and training for special education, related services, and pupil services staff • Oversight and administrative support for students transitioning from Birth to Three • Interviewing and hiring of staff • Coordination and oversight of Extended School Year program	• Provides training and support across schools for continuum of special education services and development of high-quality IEP documents and special education procedures and processes consistent with federal and state regulations under IDEA • Provides individual targeted support to new special education teachers • Collaborates on the implementation of the department's improvement plan, including professional development activities, identification of supportive resources and opportunities to strengthen staff capacity and skills to improve student learning outcomes and effectively engage with families. • Consult with staff using district case review protocols to address compliance requirements while increasing staff knowledge and skills • Support staff in specialized programs relative to best practices in instruction, behavior, and accommodations through consultative practices and embedded training • Supports staff with data collection systems and analysis as part of progress monitoring requirements

	• Title IX Coordinator for the district • McKinney-Vento Coordinator for the district • Custodian of Records for the district/ FERPA Compliance • Oversight of medicaid reimbursement program • Interviewing and hiring of new staff		• Assigned an adjusted student evaluation assignment specific to initial eligibility evaluations • Provides individual targeted support to expand special education teacher evaluation and assessment practices
State / Federal Reporting	• Monitoring and oversight of CSDE Special Education Reporting requirements	• CT-SEDS training and implementation	• CT-SEDS training and implementation

	Linda Bychowsky	**Karen Perkins**	**Stephanie Christoff**
Assignments	• Weekly monitoring and error resolution of statewide special education data reports • Provides required data and reports for required special education state reporting, including excess cost • Assist staff with CT-SEDS implementation • Review and check accuracy of annual review and re-evaluation dates for every IEP prior to finalization • Troubleshoots errors preventing IEP finalization as appropriate • Monitor initial referral 45 day timeline across the district • Coordinate specialized transportation for in-district students • Monitoring of McKinney Vento students • Records destruction and archiving	• Ordering/Requisitions for department supplies using Munis • Purchase orders for tuition, transportation, and services for out of district placements • Coordination and scheduling PPT meetings for out of district placements • Coordination and scheduling of all 504 meetings • Drafts contracts with out of district schools • Specialized transportation for out of district students • Coordination with out of district placements for contracts, calendars, ESY programming schedule, etc. • Verification and tracking of invoices for tuition, services, and transportation	• Works 10 hours per week to schedule required special education PPT meetings Bacon Academy students, staff and families in accordance with required state timelines • Works remainder of weekly hours for Facilities department

	● Monitor and ensure accurate copies of all Special Education student files are filed ● Coordinate scheduling for outside evaluations ● Copying and organization of records requests, including DDS, transfers to new schools, and referrals ● Supports compliance during state audits through data review and reporting measures ● Answer phones and scheduling of meetings ● CSDE Special Education reporting ○ Excess cost ○ Prevalence rates ○ Annual Review Timelines ○ Evaluation Timelines ○ Resolution Meetings	● Coordination of Medicaid reimbursement, monitor and record staff Medicaid logging in Relay portal to ensure accuracy and timely completion for district staff and out of district staff ● Supports data collection and tracking of information related to Medicaid reimbursement ● Monitor and follow up with RMTS requirements with related service providers to ensure the district receives the full Medicaid reimbursement ● Copying and organization of records requests, including DDS, transfers to new schools, and referrals ● Gather and record attendance for out of district students ● Answer phones and scheduling of meetings	